

EYFS leader job description

General duties

- Support the policies, ethos and vision of the nursery and actively promote high levels of achievement in the nursery.
- Contribute to the leadership and management of the nursery.
- Formulate and promote the aims and objectives of the nursery.
- Seek and implement areas for improvement and the development of staff with regards to early years provision.
- Evaluate the effectiveness of the provision in the nursery in close collaboration with the leadership team.

Activity planning and development

- Lead the nursery team in the planning and delivery of a creative and stimulating curriculum.
- Ensure the curriculum supports a range of learning styles and develops each child's independence.
- Take responsibility for the provision of high-quality learning activities throughout the nursery.
- Monitor the progress of children and report evaluated data to the headteacher.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Share and model outstanding practice.

Leadership and management

- Work with the rest of the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working in the nursery.
- Lead training, development and induction processes for new and existing staff.
- Support the management of staff and assess performance.
- Plan and lead meetings with nursery staff.
- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Keep on top of finances and be responsible for managing the nursery's budget.
- Prepare for Ofsted inspections and work towards the nursery's inspection goals.
- Keep up-to-date with the requirements of the EYFS framework.
- Uphold the nursery's safeguarding policies and procedures to ensure the safety of children is never compromised.

- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Ensure all public health protocols are upheld inline with government guidance for early years education settings.
- Always maintain the nursery's high standard of safety measures.

Communication

- Develop and maintain effective relationships with parents, colleagues, the governing board and the local community.
- Develop and maintain links with the LA advisory and support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with parents and communicate any areas of concern or significant progress.
- Keep a record of every child's progression and make this accessible for parents.
- Advise the governing board on policies and ensure they are implemented.
- Attend meetings of the governing board when requested.
- Communicate any local and national changes relating to early years and nursery settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from early years to KS1.
- Have an understanding of how to appropriately communicate with all children in the nursery, including those with SEND.

Additional duties

- Promote the health and wellbeing of all children in the nursery.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Deal with challenging behaviour.
- Assist with administrative duties where necessary.
- Assist with the maintenance of hygiene and cleanliness on site.
- Any other reasonably duties as requested by your line manager.

EYFS lead person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status (QTS) • EYFS assessment, observation, planning and training. 	<ul style="list-style-type: none"> • Paediatric first aid training • Relevant safeguarding and child protection training undertaken and a willingness to update training regularly
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • At least three years of classroom teaching experience in EYFS • Experience monitoring and recording a child's development. 	<ul style="list-style-type: none"> • Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • In-depth knowledge and understanding of the national curriculum and EYFS framework • In-depth knowledge of current legislation • An ability to take a lead role in innovative curricular development • An understanding of curriculum and pedagogical issues in relation to EYFS • Creative and stimulating teaching strategies which engage and motivate children • Knowledge of the principles of good practice relating to staff supervision • An ability to identify problem areas and suggest appropriate measures for improvement • An ability to analyse, understand, interpret and respond to performance data • An understanding of professional development opportunities for EYFS 	

- A clear understanding of how to monitor staff performance and communicate this to a senior leadership team
- An ability to maintain consistently high standards and ensure quality of teaching
- An ability to promote and sustain high standards for children
- A wide knowledge of educational terminology
- A clear understanding of child development and how this contributes to teaching strategies and learning styles

Personal traits

The successful candidate will have

- Excellent communication skills, both written and verbal.
- Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience.
- An ability to establish and maintain professional working relationships.
- An ability to manage and prioritise a demanding workload, and that of others, if necessary.
- A high level of accuracy and attention to detail.
- Excellent time management skills and organisation.
- An ability to model good practice and engage in self-reflection.
- An ability to think strategically and manage problems.
- Good customer service skills.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

Additional requirements

The successful candidate will be

- Flexible, reliable, enthusiastic and patient.
- Inspiring and influential.
- Able to take control, lead and manage situations.
- Consistent in modelling good practice and behaviour.
- Able to provide a current enhanced DBS and barred list check.
- Able to provide suitable references from their previous employer.